

## **Amendment N°3**

### **Questions and Answers**

#### **RFQQ N° 0656-201**

#### **Sign Language Interpreter Services**

**1. Question:**

- a. I am an RID certified (CI and CT), freelance interpreter living in Whatcom County and interested in working in Whatcom and Skagit Counties. I am registered with ODHH, and they have copies of my CI and CT certifications, Sign Language Interpreter Registration Form (Exhibit J), WSP background check, etc. Could you specify, given my situation, what exactly I must provide in my proposal to you in addition to a Letter of Submittal and Exhibit F (Freelance Interpreter Bid)?
- b. Also, I currently accept DSHS interpreting assignments from several different DSHS contractors. Would I still be able to accept work from those agencies when they contact me in the future, if I also become a direct DSHS contractor?
- c. Finally, on a quarter by quarter basis I interpret at several local community colleges and at Western Washington University. When hired to interpret at these schools, I am an hourly state employee. Could you clarify for me what I need to know about being in compliance with DSHS Personnel Policy 531, as I am unclear on this.

**Answer:**

- a. As a freelance interpreter, you must submit the following documentation:
  - (1) Letter of Submittal
  - (2) Bidder Information, Certifications and Assurances Form (Exhibit B)
  - (3) Freelance Interpreter Bid (Exhibit F)
  - (4) Sign Language Interpreter Registration (Exhibit J)
  - (5) Hourly Rate Price Sheet (Exhibit I)
  - (6) Copy of RID/NAD Interpreter Certification
  - (7) Background Authorization Form (Exhibit Q)
  - (8) Copy of "Report of Outside Employment", DSHS Form 03-023 (if applicable)
  - (9) Identification Verification Form (Exhibit P)
- b. As a direct contractor, you may accept assignments directly from DSHS *and* as a subcontractor with a DSHS-contracted interpreter referral agency.
- c. Because you are not a DSHS employee, Personnel Policy 531 does not apply to

you. You do not need to complete a DSHS Report of Outside Employment form. However, you should check with the community colleges and Western Washington University to find out if they have a policy/form that you need to complete for outside employment when working for DSHS or other entity.

**2. Question:**

Is this RFQQ for the 2007-2009 contract or the one that will be starting July 1, 2006 to June 30, 2007?

**Answer:**

This RFQQ is for July 2006 through June 30, 2007 with two optional one-year extensions. The contract will have the same ending date, terms, and rates as the existing contract.

- 3.** I am a freelance interpreter wishing to bid on this RFQQ. The list of documents and forms required includes Exhibits P and Q, however these exhibits are not available on the RFQQ page for download. Could you please advise how I might obtain these forms so I can include them with my submission packet as requested?

**Answer:**

We apologize for the oversight. Exhibits P and Q will have been posted as Amendment N°2 to the RFQQ.